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NO ECCEMENTS MAY BE COPIED OR REMOVED FROM THIS FILE.

THIS FOLDER CONTAINS ALL

PERTINENT INFORMATION | DOCUMENTS

FROM CASASIA'S (P) PERSONNEL

FOLDER FOR PERIOD 1955-1962.

(IN MID 1962 CASASIN WENT

OVERSERS.)

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SEC. 4.	CHILDREN OR DEPENDENTS (Include partial dependents)
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SEC. 8.	FATHER-IN-LAW	•	• • •	**************************************			*******
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FULL NAME _NOT_ LIVING OR DECEASED ... DATE OF DECEASE PRESENT, OR LAST, ADDRESS -DATE OF BIRTH __ _ PLACE OF BIRTH IF BORN OUTSIDE U.S. INDICATE DATS AND PLACE OF ENTRY _ WHEN ACQUINED? OCCUPATION . LAST EXPLOYER RELATIVES BY BLOOD MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES: CITIZENSHIP (FAFNCH ADDRESS TOTIS 3. NAME .. ADDRESS . RELATIVES BY BLOOD OR MARRIAGE IN THE MILITARY OR CIVIL SERVICE OF JULIE U.S/OR OF A FOREIGN GOVERNMENT. 1. NAME CMDE LEE RELATIONSHIP COUSIN ADDRESS N.O.B. CITIZENSHIP . TYPE AND LOCATION OF SERVICE (IF KNOWN) . 2. NAME_ RELATIONSHIP. __ ADDRESS City TYPE AND LOCATION OF SERVICE (IF ICHOWN) 3. NAME _ RELATIONSHIP

82C. 9. MOTHER-IN-LAW

CITIZENSHIP .

ADDRESS

TYPE AND LOCATION OF SERVICE (IF KNOWN)

SSC 12	EDUCATION PS. #63 BALTIMORE, MD, USA
	ELEMENTARY SCHOOL ME DONOGH JCH. ADDRESS PIKES VILLE MO, USA
	DATES ATTENDED 1930-34-37 GRADUATES YES
	HIGH SCHOOL LEVELA HIGH, HENT LEALH, ADDRESS MONTREAL QUE, CANADA
	DATES ATTENDED 1737-1940 CRADUATES YES
	COLLEGE STR GEO WILLIAMS COLL, ADDRESS MONTREAL, QUE, CANADA
	DATES ATTENDED 1940-1942 DEGREE NONE
	COLLEGE U OF MICHIGAN ADDITION ANN ARBOR, MICH, USA
	DATES ATTENDED 1945 See P13 DECREE B.A. Country
270, 10, 17, 17	
SEC. 13.	MILITARY, NAVAL OR OTHER COVT SERVICE—U.S. OR FOREIGN
	USA: APMY 1/LT FEB 1943-CCT 194 Country Corrigo Hank Dates of Detriton
	GHO FEC-TOKYO JAPAN 0-937200 HONORABIE
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SEC. 14.	CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT
• '	FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING
	PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST.
•	FROM 15 AUG US TO 30 SEP 48
	EXPLOYING FIRM OR AGENCY DEPT / ARMY
•	
• '	KIND OF BUSINESS CIVIL CENSORSHIP NAME OF BUSINESS PORT SPAULDING
(MILITARY)	TITLE OF JOB LIAISON OFFICER SALARY : 251 PER HONTH
	YOUR DUTIES INTELLIGENCE ANALYST; REPORTS COURDINATOR & WELTER
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<i>:</i> -	FROM 1 APR 48 TO 15 AUG 48
•	EMPLOYING FIRM OR AGENCY DEPT ARMY.

ADDRESS CCD. CHG- FEC APO 500 POSTHASTE SAN FRANCISCO, US KIND OF BUSINESS CIVIL SENSORSHID NAME OF SUPERVISOR MAKENT (MILITARY) TITLE OF JOB DEPUTY CHIEF NEW ACENCHIANS EMPLOYING FRM OR AGENCY (HILITARY) censorship surveillance detachment. KIND OF BUSINESS CIVIL AFFAIRS THE NAME OF (MILITARY) YOUR DUTTES KEVISED HEAVY MANUALS. PLEASE REASONS FOR LEAVING COMMISSIONED; TRANSFERED TEATON CO, LTD. KIND OF BUSINESS DEPT. STORE THIS OF JOH PHOTOGRAPHIC SALESHAMA YOUR DUTIES SOLD CAMERAS REASONS FOR LEAVING MISS

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SEC. 18. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U.S.— (Olve residence and business addresses where possible.) DUS. ADD. TRAVELETS INS. HARTERED WHASTERS CHA. RES. ADD. 16 LILLEY JA1185 KNO HARTFORD. BUS, ADD. GL RES. ADD. FRANKLIN BUD ALLO THE ADD. SEC. 19. FINANCIAL BACKGROUND A. ARS YOU ENTIRELY DEPENDENT ON YOUR SALARY? YES IF NOT, STATE SCURUES OF OTHER INCOME 2 NAMES AND ADDRESSES OF BANKS WITH WHICH YOU HAVE ACCOUNTS NEIGHBERN TOWN BUANCH, BE C. HAVE YOU EVER BEEN IN OR PETITIONED FOR BANKRUPTCY? OIVE FARTICULARS, INCLUDING COURT: D. GIVE THREE CREDIT REFERENCES—IN THE U.S NAME LEE'S City SEC. 20. RESIDENCES FOR THE PAST 15 YEARS FROM 1933 FROM [437] FROM 19112 FROM . FROM . BEC. 21. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES A FROM N 1917 TO SEE 1917 PARIS FROM VIL HAY TO JUL 1934 NIAGARA P FROM ST H37 TO JUL 19th MONTE

DATES OF MEMBERSHIP:

FROM CCT 19UL TO JAN 19US NORTHERN FROM SEP AUG TO OUT RUS TOLYO, SENDA LAST U.B. PABSPORT - NUMBER, DATE, AND PLACE OF ISSUE: _UNKXOWN NONE OIVE APPROXIMATE HOW MANY OTHER U.S. PASSPORTS HAVE YOU HAD? . PASSPORTS OF OTHER NATIONS: SEC. 22. CLUBS, SOCIETIES AND OTHER OPGANIZATIONS LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVE: G HEADQUARTERS OR BRANCH IN A FOREIGN COUN-TO WHICH YOU DIMONG OR ARTH BELONGED: DATES OF MEMBERSHIP: .. USA PRESENT DATES OF MEMBERSHIP: . Name and Chapter Et. & 140. Country Biate DATES OF MEMBERSHIP: Name and Chapter City Country DATES OF MEMBERSHIP: Haine and Chapter CITY Country DATES OF MEMBERSHIP: Name and Chapter CIL Compay DATES OF MEMBERSHIP: Name and Chapter St & Lia CIL Stute

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SEC. 27. I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OLISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.

SIONED AT ALEXANDRIA, VIRGINIA DATE 25 MOV 1948

Princete C. Discolar Company

CASASIN

USB THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN SACH SUCH PAGE.

- 14. I HAVE NEVER HELD A FULL-TIME CIVILIAN JOB,
 SINCE I ENTERED THE ARMY DIRECTLY FROM
 COLLEGE.
- 19. I HAVE NEVER BOUGHT ANYTHING ON CREDIT.
 THEREFORE, I HAVE LISTED THREE CONCERNS
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- 12. I ACQUIRED SUFFICIENT CREDITS FROM THE

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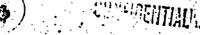




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PROMUIGATION
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CHAPTER NI. PEDERAL PERSONNEL MANUA



CENTRAL INTELLIGENCE AGENCY.

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DIRECTIVE. SALARY AS OF 18 JUNE 1958 ADJUSTED AS FOLLOWS

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GRADE-STEP

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GORDON M. STEWART /S/ DIRECTOR OF PERSONNEL

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IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-569 AND DCI MEMO DATED A AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE TO JULY 1960.

SO NAME

SERIAL ORGN GR-ST OLD SALARY NEW SALARY

DI _______ 506102 48 40 GS-14 4 \$12,075 \$12,990

/S/ EMMETT D. ECHOLS
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BAS: 16 AUG 62 (When I ded la) NOTIFICATION OF PERSONNEL ACTION 1. SERIAL NUMBER-2. MAME (LAST-FIRST-MIDDLE) 006102 2. HATURE OF PERSONNEL ACTION 4. EFFECTIVE PATE | L. CATEGORY OF EMPLOYMENT 08 04 52 REGULAR RESIGNATION 7. COST CENTER NO. CHARGEABLE B. CSC OR OTHER LECAL ANTHORITY ¥ 10 CF FUNDS 3234 1000 1000 CF 10 CF IS. LOCATION OF OFFICIAL STATION P. GREANIZATIONAL DESIGNATIONS DDP/SR SR/6. OFFICE OF THE CHIEF WASH., D.C. II. POSITION TITLE 12. POSITION MEMBER 13. CAREER SERVICE BESIGNATION OPS OFFICER BR CH 0050 IS. OCCUPATIONAL SERIES 16. GRADE AND STEP 14. CLASSIFICATION SCHEDULE (SS, LB, etc.) IZ SALARY OR RATE 14 6 13510 GS 0136.01 IL REMARKS SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL 22. STATION 23 INTEGREE 24. Hdq/rs. 25 241E GF B:RfH 19 ACTION 20, Employ. 21. OFFICE CODING 25 BATE OF CEALE 01 | 20 | 24 45 10 28. MIE EXPIRES 29. SPECIAL RETIREMENT DATA 31. SEPARATION 32. CORRECTION CANCELLATION DATA 32 RECORITY . 34 268 BATA CODE EOD DATA 800091 36. SERF. COMP. DATE | 37. LONG. COMP. DATE | 33 CARECA CATEGORY FEGUL / HEALTH INSURANCE 35 VET. PREFEAENCE 42. SOCIAL SECURITY NO. CAR Rf SV PRESIOUS GOVERNMENT SERVICE DATA 42. LEAVE CAT. 43. FEDERAL TAR DATA STATE THE DATA CODE O - NO PREVIOUS SERVICE STO COTE COLE ... CODE NO TAK . . YES 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS) 2 . 83 0 SIGNATURE OR OTHER AUTHENTICATION 9 \$40.4 t feature from authoring allegating and \$60.00 for 21 Use Previous Edition (4-31) SECRET (Nees Filled In)

SECRET

13 September 1960

(Date)
File No. K-1328

MEMORANDUM FOR: Chief, Records and Services Division

Office of Personnel

SUBJECT

Caren

1. Cover arrangements reconstruction have been completed for the above-named Subject.

- 3. Operating component must take necessary action to block FESPEN telephone locator by submitting the Personnel Information Card, "Office File Copy," Form No. 642, to Machine Records Division, Office of the Comptroller, Room 107 Curie Hall, Attention: Miss Wenkenbach.

PALOCELEGOCIAMINACIONEMENCARALEMENTALISACIÓN CONTRACTOR DE PROPERTOR DE LA CONTRACTOR DE LA

Paul P. Claude MEARRY W. LITTLE, JR. Chier, Central Cover Division

cc: SSD/OS Operating Division - SR

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OLUME'S REQUEST FOR PERSONNEL ACTION voides to confidential REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 33 and 7 unless otherwise instructed. Il applicable, obtain resignation and fill in separation and co reverse. L RECUEST-NA 20 Jan 15 3 Dec 54 L paruatios active acoustio & PROPOSED r Tan. Vr PROMOTION A POULION (Specity whether establish, change grade or fette, etc.) & AFBROYED & PORTION TITLE AND Area Ops Officer (Br. Ch.) EC-171-13 Area Cos Officer ECF-189-14 R SERVICE GRADE AND 65-2136-21-14 \$9600.00 p. . . د.م 8360.00 \$360.00 د.م IR DRSINICATIONAL CESIONATIONS DDP/SR Far. Sist Area DDP/SR Japan IL HEADCHARTERS Office of the Chief Washington, D.C. T DEPARTMENTAL A REMARKS (Use reverse if necessary) PLEASE TRANSFER FROM VOUCHERED TO CONFIDENTIAL PUNIS. 8560. Robert To Constant 14. POSITION CLASSIFICATION ACTION ONE | WALL OTHER S.PT. | TOPOINT NEW VICE I. A. REAL CISAB OTHER 15 16 17. APPROPRIATION N. LEGAL RESIDENCE CLAIMED FROVED FRON: 5-3400-20 STATE: 5-31:00-55-01 21. STAHDARD FORM ST REMARKS 22. CLEARANCES STITIAL OR SIGNATURE DATE REMARKS. ४८ स्टाह्म B. CEIL. OR POS. CONTROL HI CARREL SERVICE BOARD C. CLASSIFICATION DATE: DEC 2 1 1954 D. PLACEMENT OR EMPL. F. APPROVED BY

	S	ECRET (n)	
NAME OF EMPLOYEE (LAST-FIRST-MIDUL	//////////////////////////////////////	DATE OF BIATH	CASE OR SLAIM NUMBER
Cairin		Unik	52-201
There is on fi	le in the Casu	alty Affairs Branc	ch, Benefits
	•	e of Personnel, an	
•		above named emplo	-
illness, injury	/, or death in	curred on 4 Feb 19	758
This notice sho	ould be filed	in the employee's	Official
		ent cross-referenc	
Official Disabi	lity Claim Fi	le.	
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ATE OF MALLET	NATION OF BED ACCOURAGE	1105	
15 July 1958	NATURE OF BCD REPRESENTA	B. Wit	; ce.6
15 July 1958		B. Wit	τ (Δ.ξ Εξημ Ε

1 SEP 56 1076 ..

(4-21-35)

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the

above named employee (or his dependent*) for an illness, injury, or Weath incurred on 3 Alecember 1850.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

	·	·	<u> </u>
28 AUG 1959	SIGNATURE OF BCO REPRESENTATION	e to Dice	

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

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PREVIOUS ASSIGNMENT	• • •
14. Organizational Designations Code: 15. Location Of Official Station Statio	n Code
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From 17 OPS OFFICER BR CH 189 GS 0135,01	
21. Grade & Step 22. Salary Or Rate 23. SD 24. Date Of Grade 25. PSI Due 26. Appropriation Number	
14 4 , 12,990 D M° 1/2 55 7 18 16 / 1131, 7000 3000	
ACTION	
27. Nature Of Action Code 28. Eff. Date 27. Type Of Employee Code 30. Separation	n Data
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PRESENT ASSIGNMENT	———J ∴ .
31. Organizational Designations Code 32. Location Of Official Station Station	C ode
DDP SR SR 6	
Oppi. Code OPS OFFICER - BR CH 50 9 6S 0135.01	
38. Grade & Step 39. Salary Or Rate 40. SD 41. Data Of Grade 42. PSI Dun 43. Appropriation Number	
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SOURCE OF REQUEST	
A. Requested By (Name And Title)	1
AMDREW L. RUSBY CH/SR/PERSONNEL	
E. C. JCHNSCN XIIIO7 CLEARANCES	
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A. Career Board THULLY DOR 9/16 Co. D. Placement	
B. Pos. Control ()- (5-) E	
C. Classification F. Approved By F. Californ 16-	13.64
Remarks Two copies of this action have been forwarded to the Office of Security.	1
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Item 5 -	"Category of	Employment"	should show or	ne of the foll	owing entries:
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Temporary - Part Time

"Organizational Designations" should show all levels of organization Ttem 9 pertinent to identifying the location of the position:

> Major Component (Director, Deputy Director, etc.) Office, Major Staff, etc.
>
> Division or Staff (subordinate to first line) · Branch Section Unit

- Item 11 "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.
- Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Item 18b -Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET.

1. 3.

STANDARD FORM 144

JANUARY 194

U.S. CIVIL SERVICE COMMISSION
FEM CHAPTERS LI AND RE STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE IMPORTANT: The information on this form will be used in determining creditable service for leave pureposes and retention credits for reduction in force. The employee should complete Part I and the Personnel Office should complete Parts II for reduction in force. through IV. PART H .- THIS COLUMN IS FOR PERSONNEL OFFICE USE PART I.—EMPLOYEE'S STATEMENT 1. NAME (Cast, first, middle initial) 2. DATE OF BIRTH 9. RETENTION GROUP CASASIN 20 January 1924 LIST THE FOLLOWING INFORMATION CONCEINING ALL: FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT AFFORMATION LINES (Do not include military service.) YLS 11. SURVICE NAME AND LOCATION OF AGENCY MUNTH DAY PLAR MONTH DAY YEAR HTPOM YEAR DAY None مر 4. LIST PERIODS OF SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO MILLIFARY SERVICE, WRITE "NONE." DISCHARGE (Hon. or dishon.?) BRANCH MONTH MONTH DAY YEAR DAY 15 United States Army 143 Feb Oct Yes; honorab 13 12. TOTAL SERVICE 5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ADSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR! YES ... NO 12 IF ANSWER IS "YES." LIST FOLLOWING INFORMATION. 13. NONCHEDITABLE SERVICE (Leave purpuses only): TOTAL (LWOP, Fuel, Susp. AWOL, Mos Mar) FROM-10-POSTHS 14. NONCREDITABLE SERVICE (RIF purposes only): 6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, UID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? IS. REEMPLOYMENT RIGHTS YES NO [] YES [] NO in what agency were you employed at the time status was acquired?) is. Retention rights YES NO 7. ARE YOU: 17. EXPIRATION DATE OF RETEATION RIGHTS A. THE WIFE OF A DISABLED VETERAN? YES Y NO B. THE MOTHER OF A DICEASED OR DISABLED VETERANI YES NO C. THE UNREMARRIED WIDOW OF A VETERANT YES Y NO & TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER DATHS. I swear (or affirm) that the above statements are true to the best of my knowledge and Subscribed and sworn to before me on this. (STATE SEAL

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

CU

TRAVEL AGRÉEMENT BY STAYF EMPLOYEES ASSIGNED TO BERMANENT DUTY STATION OUTSIDE CONTENENTAL UNITED STATES

- 1. In accordance with the policy of the Central Intelligence

 Agency, I agree to serve outside the continental United States a minimum tour of 21: months from the date of my arrival at my

 permanent post of duty, unless said tour is somer terminated by the

 Government for its convenience, or it is terminated by the Agency for

 circumstances that are considered by it to be beyond my control.
- 2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall ray all return travel and transportation expenses to the United States.
- 3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

CASASIN

WITNESS:

Ultice of Personnel

Lorene E. Morbeck

CONFIDENTIAL

FORM NO. 9112 SEPLACES FORM NO. 55-104

MEMORANDUM FOR: Secretary, CS/CSB

SUBJECT

Recommendation for Promotion to Grade GS-15 CAS ASIN

RIFERENCE

Your memorandum dated 8 October 1953

1. The SR Division and the Chief of Station, Tokyo (FJTT-1950, attached) recommend the promotion of the station, to GS-15.

2. Mr. 2 was last promoted 16 January 1955. On 17 February 1955 he arrived in Tokyo to serve as the senior Sk officer in the FE field area, his present assignment. In this position he has continued to display qualities of leadership, initiative, imagination and thoroughness which resulted in his rapid rise in the Agency.

3. The very facts of lir. youth in relation to his responsibilities and the fact that promotion to his present level has been rapid, caused the Division and the Chief of Station, Tokyo to hold until this time a recommendation for his promotion which was submitted in June 1957. Most careful consideration has convinced us that not only is Mr. Article as deserving of the recommended promotion, but his elevation to the higher grade will be in the best interest of the Career Service and meet definite Division requirements for a senior officer at the GS-15 level.

Acting Chief, SR Division

Distribution: Crig & 6 - Addr

chief, SR Chief of Station, Tokyo REDMOOD/ADMINISTRATIVE (7) Propotion of and the second REFERENCE FJTM-11531 (RYBAZ), dated 11 October 1957 ACTION REQUIRED: See paragraph 2 1. In line with paragraph 2 of Reference, after a period of alx months we submitted an additional promotion fitness report on First under cover of FITT-0001 dated 2d May 1958.
Independent as assessment was then at Headquarters on TDY, no requested that he review this fitness report and assumed that in doing so he would also discuss with warms as well as promotion, which both he and a felt was to be strongly recommended. was, however, not charm this fitness report at Headquarters, nor did be have the apportunity to discuss no are now concerned at the possibility of some administrative slip-up and would appreciate a word of advice as to how this promotion action is proceeding. We would like to reiterate that we how have not the slightest hesitation in recommending for promotion and find that the fitness report submitted with FJTT-0001 still reflects our current high appreciation of his abilities and progress. 20 November 1958 11 Pur 15 | Pers Distribution: 2 - Chief, SR 2 - Chief, FK OFFICIAL DISPATCH FORM NO. 53 TEST

Attechment to

HOMORANDUM Ho. 360

18 June 1957

TO Chief of Station

ROM . Chief Soviet Branch

SUBJECT: Recommendation for Promotion

has been under my supervision as Deputy and Case Officer for approximately fifteen months. Based on the knowledge of the larges an individual gained during this period and upon his actual performance, I recommend that he be entered for consideration on the SR Division G3-lh to G3-15 promotion list at this time - June 1957. The slot and job which he now occupies, Chief, Soviet Branch, is, of course, adequate to accommodate such a promotion.

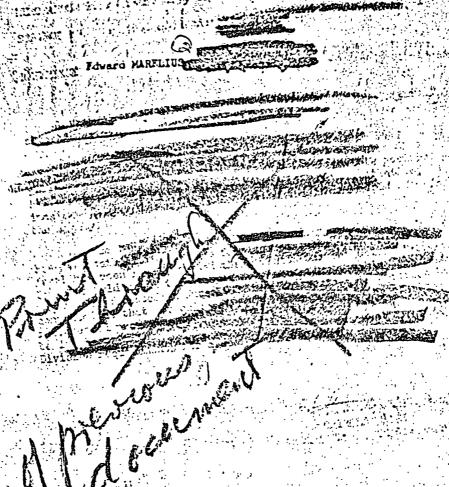
notably versatile during this period. He has engaged primarily in liaison and has been personally effective in terms of results achieved almost daily, in terms of reports, operational data, and joint enterprise; while, overall, he has established enduring professional relationships from which the organization as a whole should benefit for some time to come. In addition, owing in large part to unique personal talents, linguistic and otherwise; which has been outstanding. He has a flair for and a facility with the written word as evidenced by the amount of general and particular correspondence which he has initiated, and he knows the organizational "drill" intimately and from way back. Thus, I feel that he is qualified for the recommended promotion by ability and experience in both the internal and external aspects of the profession.

3. Relative to the more personal characteristics involved in the term managerial ability (durants are necessarily more subjective but here, too, I consider the personal to be qualified in maturity, in judgment, and in experience. He would most certainly be a supervisor who could perform all the chores or handle all the situations which he would be calling upon subordinates to take care of, in itself, the beginning of any good supervisory relationship. In actual fact, he has had considerable experience in this regard already and the principal shortcoming I have noticed is a tendency to "carry" others by an extension of his own industry. It is not without his difficulties in the area of personal relationships. He is a purist at times and manifestly impationt in certain human situations where a shrug of the shoulders would be the

SECHET

Let reply. These characteristics do not always make for the best personal relations but are frequently obviated by intellect and above all are correctable and are being corrected.

Is In sum, and the property of qualifications, broad experience and proven abilities dominate his age, the only factor militating against a promotion at this time. It is therefore my sincere recoveredation a promotion recommendation be forwarded to Headquarters for conthat a promotion recommendation be forwarded to Headquarters for conthat a promotion recommendation be forwarded to Headquarters for conthat a promotion in the current mid-year lists.



Secret

9 December 1959

Briston For Spectry, CE/CO

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C O P Y

FJTT-1950

TO:

Chief, SR

25 November 1958

FROM:

Chief of Station, Tokyo

SUBJECT:

Premotion of

CASASIN (

REFERENCE: FJTW-11531 (RYBAT) dated 11 Cct 1957

1. In line with paragraph 2 of Reference, after a period of six months we submitted an additional promotion fitness report on under cover of FJTT-0801 dated 28 May 1958. Instanch as Baker was then at Headquarters on TDY, we requested that he review this fitness report and assumed that in doing so he would also discuss with Maury promotion, which both he and Nelson felt was to be strongly recommended.

2. Baker was, however, not shown this fitness report at Headquarters, nor did he have the opportunity to discuss promotion with Maury. In reviewing our records we are now concerned at the possibility of some administrative slip-up and would appreciate a word of advice as to how this promotion action is proceeding. We would like to reiterate that we now have not the slightest hesitation in recommending the for promotion and find that the fitness report submitted with FJTT-0301 still reflects our current high appreciation of his abilities and progress.

WILLIAM E. NELSON

CCFY
Attachment to
FUTA-19609

WYORANDUM No. 350

18 June 1957

m.

Chief of Station

FROM:

Chief. Soviet Branch

SUBJECT:

CASASIN Recommendation for Promotion

(1)=CASASIN

1. Line 1997 has been under my supervision as Deputy and Case Officer for approximately fifteen months. Based on the knowledge of Based as an individual gained during this period and upon his actual performance, I recommend that he be entered for consideration on the SR Division GS-11 to GS-15 promotion list at this time - June 1957. The slot and job which he now occupies, Chief, Soviet Branch, is, of course, adequate to accormodate such a promotion.

- 2. Remainsoperational performance has been outstanding and notably versatile during this period. He has engaged primarily in liaison and has been personally effective in terms of results achieved almost daily, in terms of reports, operational data, and joint enterprise; while, overall, he has established enduring professional relationships from which the organization as a whole should benefit for some time to come. In addition, owing in large part to unique personal talents, linguistic and otherwise, the office, too, as well as in face-to-face operational situations, has been cutstanding. He has a flair for and a facility with the written word as evidenced by the amount of general and particular correspondence which has initiated, and he knows the organizational "drill" intimately and from way batk. Thus, I feel that he is qualified for the recommended promotion by ability and experience in both the internal and external aspects of the profession.
- 3. Felstive to the more personal characteristics involved in the term managerial ability, judgments are recessarily more subjective but here, too, I consider the term to be qualified in maturity, in judgment, and in experience. He would most certainly be a supervisor who could perform all the chores or handle all the situations which he would be calling upon subordinates to take care of, in itself, the beginning of any good supervisory relationship. In actual fact, he has had considerable experience in this regard already and the principal shortcoming I have noticed is a tendency to "carry" others by an extension of his own industry. Present is not without his difficulties in the area of personal relationships. He is a purist at times and annifestly impatient in certain human situations where a shrug of the shouliers would be the best reply. These characteristics do not always make for the best personal relationships but are frequently obviated by intellect and above all are correctable and are being corrected.

4. In sum, represents qualifications, broad experience and proven abilities dominate his age, the only factor militating against a promotion at this time. It is therefore my sincere recommendation that a promotion recommendation be forwarded to Headquarters for consideration in the current mid-year lists.

EDWARD MARELIUS

1 June 1959

MENORANDUM FOR: Chairman, CS Coreer Service Board

SUBJECT

Nominations for Promotion to GS-15

REFERENCE

Memorandum dated 14 May 1958 from Secretary, CS Career Service Board

I. After reviewing GS-14 employees assigned to the SR Division, I wish to again recommend the promotion of CASASIN In the Chief, Soviet Branch, Tokyo to GS-15.

I concur also in the attached recommendation for the promotion of The promotion of The Property Property by the Chief of Base, Berlin.

2. The Chief of Station, Tokyo and I recommended recommended is promotion in December 1953. This carlier recommendation presented the personal qualities of Mr.

I wish simply to point cut at this time that since early 1954, Mr. This has more than fully discharged responsibilities at the GS-15 lovel. I believe that it is definitely time to elevate him to the level at which he has been performing more than satisfactorily for over 5% years.

CHARLES KATEK Acting Chief, SR Division

Distribution:
Orig & 6 Addressee w/att

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ORM NO. 45a

SECRET

FOR HEADQUARTERS USE OFLY

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	٠.	FITNESS REPORT (Part II) POTENTIAL
	/ .	INSTRUCTIONS
FOR THE	AIMINISTRA	TIVE OFFICER: Consult current instructions for completing this report.
ment an rated en to be co hold an	d personne oployee. I ompleted on I complete	This report is a privileged communication to your supervisor, and to appropriate career manage officials concerning the potential of the employee being fasted. It is NOT to be shown to the is recommended without you read the entire report before completing any question. This report is referred to the employee has been under your supervision FOR'AT LEAST 90 DAYS. If less than 90 days first the employee has been under your supervision FOR'AT LEAST 90 DAYS. If less than 90 days for the top days has elepsed. If this is the INITIAL RUDGE on the employee, however, is kind to the CP no later than 30 days, after the due date indicated in litem 8.06 Section 75% below
SECTION	<u> </u>	CASASIN GENERAL
IL NAME.	(les	(Widdle) 2. DATE OF DERTH 3. SER 4. SERVICE DESIGNATION
3. OFF1C		BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION FITLE
	, ".	ten (REDWOO) Area Operations Officer
7 GRADE		REPORT DUE IN OP . PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-1	OF REPORT	1 Cotobar 1955 to 30 io tombar 1956
	ck one)	A ANNUAL REASSIGNMENT-EMPLOYEE
SECTION		CERTIFICATION
A. THIS I		CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIOUAL BEING RATED
	lovember	1950 C CWard // Challed Chief, Soviet Branch
Z. FOR TH	F REVIEWING	
A. THIS (B. TYPES OR PRINTED NAME AND SIGNATURE OF REVIEWING C. OFFICIAL TITLE OF REVIEWING OFFICIAL
SECTION	November	1950 CONCENTA CICALE CONTRACTOR
		ESTIMATE OF FOTENTIAL /
DIRECTION	VS: Consider bilities.	ring others of his grade and type of assignment, rate the employee's potential to assume greater. Think in terms of the kind of responsibility encountered at the various levels in his kind of ADV ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
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2. SUPERV	ISORY POTEN	
DIRECTION On swer is SUITABLE to expres	S Answer YES, indica TRAINING, sing your o	this question: Has this person the ability to be a supervisor? Yes No If your te below your opinion or guess of the level of supervisory ability this person will reach AFTEN Indicate your opinion by placing the number of the descriptive rating below which comes closest pinion in the appropriate column. If your rating is based on observing him supervise, note your technique. If based on opinion of his potential, note the rating in the "potential" column.
DESCRIP RATIO HUMBE	IG 1 - 8	AVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION ELIEVE INDIVIOUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION ELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION ELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
AC TUAL	POTENTIAL	CESCRIPTIVE STRUCTION
2		A secur coins the easis los (truck drivers, stemographers, technicians or professional spe- cialists of various kinds) eners contact with immediate suscendants is facouent (First line supervisor)
3		A GROUP OF SUPERVISORS THE CORECT THE BASIC JOB (Second line supervisors)
	3	A CHOUP, THO WAY OR WAY NOT BE SUPERSISCES, THICH IS RESPONSIBLE FOR WAJOR PLAYS, DRESDICATION AND POLICE (Executive level)
3		SHEN CONTACT WITH INMEDIATE SUBSPRINCTES IS NOT FREQUENT
3		BHEN LIMEDIATE SUBDROIMATCS. ACTIVITIES AND DIVERSE AND REED CAREFUL COORDINATION
3	,	THEN SUMEDIATE SUBDIDINATES INCLUDE WEMSELS OF THE OPPOSITE SEE
		OTHER (Specify)

	INSTRUCTIONS.
ER BE ALUMSTRATIVE OFFICER. Consult current to	
I the evaluation to vour supervisor end senior of	lp you express your explustion of your subordinate and to transmitically. Organization policy requires that you inform the subords
have where he stends with you. Completion of "t	he report can help you prepare for a discussion with him of hi
I make conditions specified in Regulation 20-370.	n policy that you show Fert lof this report to the employee excention is recommended that you read the entire form before completing
any question. If this is the initial report on Personnell on later they 30 days after the date in	the employee; it must be completed and forwarded to the Office of
	GENERAL
	ddle) 2. DATE OF BIRTH 3. SER 4. SERVICE DESIGNATION
	20 Jan. 1924 N. Di
S. BEFLEE DIVISION BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
John Station (REDINGO)	Area Coesstions Officer
	PERIOD COVERED BY THIS REPORT (Inclusive dates)
	Cottober 1935 to 30 Soutenther 1936
I have a second to the second	tassi Courst-topicati
SECTION 8.	CERTIFICATION
t. FIR THE RATER: THIS REPORT X HAS DE HAS"R	OF BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN THE
WOT:	
A. CHECK (X) APPROPRIATE STATEMENTS: 17:21	
This report refreets by on orinion's of third	IF INDIVIDUAL IS RATED "I"IN CT OF D. A VARNING LET-
THE REPORT REPLECTS THE COMBINED OPINIONS OF	STANDAY CERTISE THAT THE RATED INDIVIDUAL GROSS NOT I CANDAT RESTEAD FREEDOMANCE SECAUSE (Specify):
. NAVE DISCUSSED OF THIS EMPLOYEE HIS STA	the this
X BEAKNESSES SO THAT HE RHODS WHERE HE STAND	
1.5 November 1956 C. WES OF FRINTED NAME A	Office or supervison of supervison's official fifthe Chief, Soviet Branch
2. ELP THE REVIEWING OFFICIALS RECORD ANY SUBSTAN	FIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER IN-
FRENCH SHICH SILL LEAD TO A BETTER UNDERSTA	IDING OF THIS REPORT.
	DATE DATE
1	
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	osted Pcs. 37
	eviceved . Fin 1-224
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•	CONTINUED ON ATTACHED SHEET
I certify that any substantial difference of opinio	n with the supervisor is reflected in the above section.
A. THUS TATE B. TYPEO OR PRINTED NAME AS	DISIGNATURE OF REVIEWING C. OFFICIAL TITLE OF REVIEWING OFFICIAL
	myd Morrie Saint of Contations
	FORMANCE EVALUATION
1 ATHNS ON GENERAL PERFORMANCE OF DUTIES	
	ffectiveness with which the individual being rated has performed NLY with others doing similar work at a similar level of respon- taken into account later in Section D.
1 . DOES NOT PERFORM DUTIES ADEQUATELY:	HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE: ALTH	DUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO 🖡
6 CAMPY OUT RESPONSIBILITIES. 3 - PERFORMS MOST OF HIS DUTIES PICEPTABLE	LY: OCCASIONALLY REVEALS SOME AREA OF BEAKNESS.
A PERFORMS DUTIES IN A COMPETENT, EFFE	CTIVE MANNER.
RATING 8 - PERFORMS HIS DUTIES IN SUCH AN OUTST. THE SUPERVISOR.	OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. NOTING MANNER THAT HE IS SOLULLED BY FEW OTHER PERSONS KNOWN TO THE STATE OF
CORPLENTS:	
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	A CONTRACTOR OF THE PROPERTY O

Performance

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Flace the most important first. Po nat incl b. Rate performence on each speciafic duty consi c. For supervisors, ability to supervise will i who supervise a secretary only). d. Compare in your mind, when possible, the similar level of responsibility. e. Two individuals with the same job title duties. f. Be specific. Examples of the kind of duties ORAL BRIEFING GIVING LECTIVES CONDUCTING SEMINARS BRITING TECHNICAL REPOSTS CONNUCTING EXTERNAL LISTING TAKING DICTATION SUPERVISING	ide mindides in idea i	The cifectaveness in performance of this specific trated as a specific duty do not rate as experits out that as pecific duty do not rate as experits out to the specific duty do not rate as experits out to the specific duty do not rate as experits out to the specific duty do not rate as experits out the specific speci	duty. orm those duty at differen vs exima exima exima exima
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settiest outv no. 1	RATING	SPECIFIC DUTY NO. 4	RATING
Deputy to Branch Chief	5	Supervising	A -
SPECIFIC DUTY NO. 2	RATING	SPECIFIC OUTY NO. 5	RATING
Conducts Foreign Liaison	ó	Prepares correspondence and recorts	6
Prepares and manages projects	RATING NUMBER	Handles admin routine 2 % 10	RATING NUMBER
J. HARRATIVE DESCRIPTION OF MANNER OF JOB PLRFORMA	NCE		4
DIRECTIONS: Stress strengths and weaknesses, part	icularly	those which affect development on present job.	
in terms of mental capacity, psycho and people he comes against. He to ability among other natural actitud	logica ps thi es. C and pe	s off with industry and language n the debit side and measured against recnal understanding in some situation	15,
,			
SECTION D. SUITABILITY FOR	CURREN	T JCB IN ORGANIZATION	
PIRECTIONS: Take into account here everything your timent personal characteristics or habits, special representation of the personal characteristics or habits, special representation of the personal characteristics of the personal representation of	OU know : I of defe I SIPAGE SIPAGE HAVE ACI AVERAGI TE 1 NO NG STREY OF THE	about the individualproductivity, conduct in the set to telentsand how he fits in with your testevel. IEFT. HIM IF I HAD KNOWN WHAT I KNOW MORE IBUT WITH NO WEARNESSES SUFFICIENTLY OUTSTANDING IS THE ORGANIZATION ICTHS ICTUSENENTS OF THE ORGANIZATION	m. Com-
S THIS INDIVIDUAL BETTER SUITED FOR WORK IN SCHE O	THER POS		F YES.
his present secondary, res			
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SECKE I (then Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF . TH'S THE RATED EMPLOYTE HAS BEEN UNDER Y Six OFFICE OF PERSONNEL

4. COUNCUTS CONCERNING POTENTIAL .

Subject has a high all around potential. With respect to support subordinates from his own energy rather subordinates from his own energy rather support subordinates from his own energy rather supports and supports are supports and supports are supports. to bring them along the hard way, and a normal tendency to avoid the categorical "no" - both tendencies easily correctable. MAIL ROOM

SECTION H.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Routine refresher training as appropriate.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES. TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

All normal. No limiting factors.

SECTION 1.

DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a scries of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X . MAVE NOT DESERVED THIS, HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE

INDIVIOUAL

1 - APPLIES TO THE INDIVIDUAL TO THE FRAT POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

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S. OFFICE	E/DIVISION/	BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION TITLE
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	E REVIEWING	77 12-5-6
4. THIS D	DAG CONTRACTOR	B. TYPES ON PRINTER NAME AND SIGNARY OF HEVILANGE C. OFFICIAL TITLE OF REVIEWING OFFICIAL
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SECTION	G.	ESTIMATE OF POTENTIAL
		NE GREATER RESPONSTBULTPIES
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2. SUPERV	ISORY POTEN	TIAL
DIRECTION SOLUTION TO PARTY TO PARTY	S: Answer YES, Indica TRAINING.	this question: ilse this person the shility to be a supervisor? The No If your te below your opinion or guess of the level of supervisory shility this person will reach AFTER Indicate your opinion by placing the number of the descriptive rating below which comes closest pinion in the appropriate column. If your rating is based on observing him supervise, note your "column. If based on opinion of his potential, note the rating in the "potential" column.
DESCRIP RATIN NUMBE	1 - B(AVE NO OPIMION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION ELIEVE INDIVIDUAL MOZED BE A MEAK SUPERVISOR IN THIS KIND OF SITUATION ILIEVE INDIVIDUAL MOZED BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION ILIEVE INDIVIDUAL MOZED BE A STRONG SUPERVISOR IN THIS SITUATION
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-	progress steadily to po	oblitions	of great responsibil	ity.	., .,
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	i				INCIVIOUAL'S FUTURE ASSIGNMENT
	io limiting factors or	регвопа	I carcumstances known	to the	rator
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5	3. HAS INSTINCTIVE	4	13. ACCEPTS SESPONSED'LE- TIES	3	33, 45 THOUGHTFUL OF OTHERS
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<u> </u>	10. CAN COPE OFTH SWENGENCERS	5		5	AND CONTINUOUS SUPERVI-

City City



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FITNESS REPORT (Part I) PERFORM	ANCE	
	RUCTIONS		
FOR THE APPINISTRATIVE OFFICER: Consult current instruc		report.	
FOR THE SIETEVISOR This report is designed to help you	espicas your evaluation	of your sub	ordinate and to transmit
this evaluation to your supervisor and senior officials nate where he stands with you. Completion of the rep	.' Organizătion policy te	quires that	'you inform the subordi-
Istremeths and weaknesses. It is also organization poli-	cy that you show Part I of	this repor	t to the employee except
under conditions specified in Regulation 20:370: It'is any question. If this is the initial report on the c	recommended that you rea	d the entir	e form before completing
Personnel in later than to day's after the date didlicate	in item 8. of Section	A below.	2
the state of the s	NERAL		
1. NAME (Widdle)	20 Jan. 1924	3. sex	4: SERVICE DESIGNATION
Toloro Station REDICOD	Area Operations		
	COVERED BY THIS REPORT (1		(44)
	bor 1956 to 30 Sont	· <u>-</u>	•
	**************************************		(Specify)
SECTION 8. CERTI	FICATION		
1. FOR THE RATER! THIS REPORT		RATED. IF	HOT SHOWN PEXPLAIN WHY
Completed at Headquarters; subject n	ot available کونکن	went is	full.
A. CHECK (A) APPROPRIATE STATEMENTS:			<i>D</i>
THIS REPORT REPLECTS MY OPH OPINIONS OF THIS INDI-			
X VIDUAL.	184 WAS SENT TO NIN	4 4 COPY AT	TACHED TO THUS REPORT.
THIS REPORT REPLECTS THE COMMINED OFINIONS OF MYDELF AND PREVIOUS SUPERVIOUS.	1 CANNOT CERTIFY TH		
I HAVE DISCUSSED BY THE THES EMPLOYEE HES STACHOTHS X AND REPRESSES SO THAT HE ANOVE PRESS HE STANDS.			·
B. THIS DATE C. TYPED ON PRINTED NAME AND SIGN	ATURE, CY SUPERVISOR D. SU	PERVISOR'S	OFFICIAL TITLE
16 Oct 1957 Collect	rel Marchin Chie	er sov Br	anch Japan Statio
2. FOR THE REVIEWING OFFICIALL RECORD ANY SUBSTANTIAL DE	FFERENCE OF OPINION WITH	THE SUPERV	ISOR, GH ANY OTHER IN-
FORMATION, BHICH WILL LEAD TO A BETTER UNDERSTANDING O	P INIS REPORT.		
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			UED ON ATTACHED SHEET
l certify that any substantial difference of upilian with	the supervisor is reflect	ed in the s	bove section.
23 00757 OFFICIAL LIGHT COUNTY		S, Tolcyo	OF REVIEWING OFFICIAL
SECTION C. JOB PERFORMAN	CE EVALUATION		
. RATING ON GENERAL PERFORMANCE OF DUTIES			
DIFFCTIONS: Consider ONLY the productivity and effectivity of compare him ONLY was ibility. Factors other than productivity will be taken a	h others doing similar wo	rkat a sim	
. DOES NOT PERFORM DUTIES ADEQUATELY: HE IS I	NCOMPETENT.		
2 - BARELY ADEQUATE IN PERFORMANCEL ALTHOUGH HE		E OR TRAINI	NG. HE OFTEN FAILS TO
6 3 - PERFORMS WOST OF 1.15 DUTIES ACCEPTABLY, OCC	ASIONALLY REVEALS'SOME ARE	EA OF WEAKN	ess.
INSERT 4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE M	ANNER.		i
5 - A FINE PERFORMANCEL CARRIES OUT MANY OF HIS RUMBER . PERFORMS NIS DUTIES IN SUCH AN OUTSTANDING THE SUPERVISOR.	MESPONSIBILITIES ERCEPTION WANNER THAT HE, IS EQUALLET "	D BY FEW O	THER PERSONS KNOWN TO
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Differ the most important first. In not inclob, Pate performance on each specific duty const. c. For supervises, ability to supervise will who supervise a secretary only). d. Compare in your mind, when possible, the similar level of esponsibility. e. Two individuals with the same job title duties. f. Be specific. Framples of the kind of duties ORAL BRIEFING GIVING LECTURES CONDUCTING SHMINARS BRITING TECHNICAL REPORTS COMPUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING	inde minical dering of a derin	TATES AREA KNOSLEDGE S. REGULATIONS S. CURRESTONDENCE T. Tated to a specific duary do not rate as supervise unt being rated with others performing different dutics. If so, rate them on d MAIL ROOM. COUNTYS INTERPORTATION PRIPARES SUMMARIES FILES S. RADIO ARTS WITH OTHER OFFICES REGULATIONS S. CURRESTONDENCE T. If supervision considers it advisable, e.g., comb.	duty. The thee luty at Inferen S VING OF DATA
1 - INCOMPETENT IN THE PERFORMANCE 2 BARELY AUGULATE IN THE PERFORM DUTY RATING 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPET! 5 - PERFORMS THIS DUTY IN SURN A THAT HE IS A DISTINCT ASSET ON	MANCE OF	THIS FOUND IN VERY FEW INDIVIDUALS HOLD IN LAW JOBS 7 FIXCELS ANYONE I KNOW IN THE PERFORM ER THIS DUTY	IG SIMI.
SPECIFIC OUTY NO. 1	RATING NUMBER	specific buty no. 4	RATING
Deputy to Branch Chief	5	Supervising	4
SPECIFIC OUTY NO. 2		SPECIFIC DUTY, NO. 5	RATING
Conducts Foreign Liaison	NUMBER 6	Prepares correspondence and reports and handles administrative routine	5
specific outy 40. 3	HATING NUMBER	SPECIFIC DUTT NO. 6	'RATING NUMBER
Prepares and Manages Projects	14	Developes and handles Agents	5
3. MARRATIVE DESCRIPTION OF MAUNER OF JOB PERFORMA			
Subject has excellent natural equiterms of his intelligence and naturated great deal of area knowledge and louring the period covered by this devotion to duty in a variety of a in production and in the creation unit. On the debit side I would sharp personal situations to the po	pment ural ar anguag report dircums of bot ay that int of mit to	those which effect development on present job. for employment in this organization in expitudes. Additionally, he brings a ge ability to his present assignment. The has displayed great industry and stances and achieved notable results The short and long-term assets for his t he is somewhat too businesslike in being almost humourless. This, howeve intrude upon the necessities of his in office relationships.	
SECTION D. SUITABILITY FOR	CURREN	T JOB IN ORGANIZATION	
pertinent personal characteristics or habits, specioser him with others doing similar work of about the street of	Al defection same I SEPARAT HAVE ACCUPAGE LE I AND MG STREN OF THE RY FOR NO	EVEL. ED ETTED MIN IF I HAD KNOWN WHAT I KNOW NOW BUT WITH NO REAKNESSES SUPPLICIENTLY OUTSTANDING TO RIN THE ORGANIZATION GINS COUREWENTS OF THE ORGANIZATION RL IN THE URGANIZATION	Com-
S THIS INDIVIOUAL BETTER SUITED FOR WORK IN SOME O	THER POS	THON IN THE ORGANIZATIONS VES [X] NO. 15	YES.
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27 May 1959 John E. Baker SECTION G. ESTIMATE OF POTENTIAL I. POTENTIAL TO ASSUME CREATER RESPONSIBILITIES.

DIFICTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED

MAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED. WARRING PROGRESS. BUT NEEDS MORE TIME DEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
WHILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
ACREACY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL 5

RATING

AN EXCEPTIONAL PERSON AND IS ONE OF THE FEW THO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

I HAVE REVIEWED THIS REPORT AND HOTED ANY DIFFERENCE OF OFINION IN ATTACHED MEMO. TYPEO OR PRINTED MANE AND SIGNATURE OF REVIEWING C. OFFICIAL TITLE OF REVIEWING OFFICIAL

2. SUPERVISORY POTENTIAL

FOR THE REVIEW

DIRECTIONS: Answer this question: if a this person the ability to be a supervisor?

The No If your enswer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach APTER SUITABLE TRAINING. Indicate your opinion by placing the immber of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "potential" column.

O . MAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION B. BELIEVE INCIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
B. BELIEVE INCIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION RZBPUN . BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENZIAL	, DESCRIPTIVE SITUATION
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3		a anour or surgevisons wie pinect the bisic job (Second line supervisors)
•	3	a eroup, und war on war not at supervisors, shirt is atbronsints for water print, occasionation and roctor (Executive level)
	2.	UNEW CONTACT OF TH SHIPEDIATE SUDGEDINATES IS NOT FREQUENT
3		BREN SHMEDIATE SUCCEDINATES? ACTIVITIES AND DIVERSE AND DEED CAREFUL CORPORATIONS
3		THEN IMMEDIATE SUSCEPTIBATES INCLUDE NEWSERS OF THE OFFICE SER
		other (Specify)

FORM NO. 45 (Part II) OF FORMS 45 AND 454 WHICH SECRET

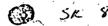
Potential

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1	COMMENTS CONCERNING POTENTIAL			CA CH PE	Soundi			
	His potential for advance	men t is	excellent. He has the		•			
His potential for advancement is excellent. He has the right blend of operational know-how and supervisory talent to undertake resizing of wider score, than he now								
	norge writingfu the scas	ncement	nas been rapid ich in	S ares	nhu rakturity, boise " "			
	and common sense almost o	caplete	ly climinate ancas a	factor	in his potential			
	for a more senior job.			All Fogi				
SE	CTION H.	· · · · · · · · · · · · · · · · · · ·	FUTURE PLANS	1 1				
	TRAINING OR OTHER DEVELOPMENTAL EX	PERIENCE	PLANNED FOR THE 1901912LAL		er e			
` _	Subject deserves at somet	ine wit	hin the next year or t	wo the	opportunity to			
	broaden his experience ci	ther by	command of a small st	ation o	r advancement to			
1	a more responsible job in	a large	one					
	and the second of the second o		reggy thropical week and					
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<u></u>	CTION I.		CRIPTION OF INDIVIDUAL		ass him on the ich Internal			
the	ECTIONS: This section is provided words literally. On the page b	elow are a	series of statements that	apply in a	iome degree to post people. To			
	left of each statement is a box eggsy number which best tells how							
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S	INDIVIDUAL FOR APPLIES TO THE	INDIVIDUA	L TO THE LEAST POSSIBLE DEGRE					
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3	The way 4 - APPLIES TO INDI	OT. IAUGIV	AN ABOVE, AVEHAGE SERREE ""					
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5	4. 18 ANALYTIC IN HIR THIRE	4	14. 400175 HIE EROCOS	4	24. PORES WELL WHOER PRESSURE			
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1	7 - FAR 647 ALONG BATA PTOPLA	h	17. COMES UP WITH BELLTIONS	5	27. 018 YERRATILE & TOUTS T.			
*3 5	3. WAS MEMORY FOR FACTS	5	1818 OBSERVANT THE COLLEGE	5	Za. HIS CHITICIDE IS CON-			
- 4	9. SETS THIRDS DONE		19. THINKS ELEABLY		TION OF HIS OFFICE			
L	10. CAN COPE US IN EMERSENCIES	5(15.1	20. COMPLETER ASSISTMENTS WITHIN ALLOWABLE TIME ' LINSTE	eğir.	30. DOES NOT REQUIRE STRENG AND CONTINUOUS SUPERVIO			
				أحسبها بدرات				



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		FITNESS RI	EPORT (P	art I) PERFO	RMANCE	
			INSTR	UCTIONS		
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nate when	lustion to your	súpervisor end seni th you. Completion It is also organ	or officials. of the report	Organization poli rt can help you p that you show Par	cy requires the repare for god t Inf this repo	bordinate and to transmit t you inform the subordi iscussion with him of hi et to the employee excep re form before completin
Fersonnel	tion. If this i	is the initial repo 30 days after the d	ert on the em late indicated	loyee, it must be in item 8, of Sect	completed and fion A below.	re form before completin urwarded to the Office o
SECTION		5151K		ERAL		
I. NAME	(Lest)	(First)	(Widdle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
3. OFFICE	/DIVISION/ PRANCH	OF ASSIGNMENT	3	20 Jan 1924	I M	l DI
	FE, TOXYO, J	and the second of the second			Ous Officer	. '
	. BATE REPORT	F DUE IN OP	1	OVERED BY THIS REPO	•	ates)
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SECTION C.		J(DB PERFORMANC	E EVALUATION	····	
			and effective	mess with which the	e individual be	ing rated has performed
ira gnt ⁱ tea	during the ratio	ng period. Compare han productivity wi	him ONLY with	others doing simi	lar work at a s	imiler level of respon-
		RFORM DUTIES ADEGUA				
5/6	CARRY OUT RE	ESPONSIBILITIES.	,			ING. HE OFTEN FAILS TO
185607	4 - PERFORMS DUT	ST OF HIS DUTIES ACT FIES IN A COMPETENT	. EFFECTIVE MA	NN ER.		1
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FORM NO. 45 (Part 1) OF FORMS 45 AND 454 WHICH SECRET

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2. RATINGS ON PERFORMANCE OF SPECIFIC TILS				
GIVING LECTURES CONDUCTING SEMINARS PRITING TECHNICAL REPORTS	individual being that me HAS Avia DEVFICE AVALUATION	e rated as a specific dut full being rated with de- performing different duti	rtormatice of this by (do not rate as	specific duty, supervisors those he same duty of s them on different knogarious trais
TYPING TAKING DICTATION SUPERVISING g. For some jobs, duties may be broken down eve and phone operation, in the case of a radio	COORDIN MRITES FREPARI n furthe	ATES WITH OTHER OFFICES REGULATIONS S CURRESPONDENCE t, if supervisor consider	DRIVES TRUCK MAINTAINS AIR EVALUATES SIGN	IFICANCE OF DATA
I - INCOMPETENT IN THE PERFORMANCE 2 - BARELY ADEQUATE IN THE PERFORM DUTY RATING 3 - PERFORMS THIS DUTY ACCEPTABLY. 4 - PERFORMS THIS DUTY IN SUCH THAT HE I.S A DISTINCT ASSET ON	IANCE OF	THIS COUDS SINT LAST JOBS 7 - EXCELS AN THIS DUTY	THIS DUTY IN AN OUVERY FEW INDIVIOUS	rz HÖLDING ZINI+
and plans operations of denied area branch.	RATING NUMBER 5/3	Conducts liaison	with other	RATING NUMBER
liaison with local security	RATING NUMBER	3-ECIFIC OUTY 40. S	1.	RATING NUMBER
Services.		SPECIFIC DOTY NO. 6		RATING
Develops and handles agents	NUMBER		q	NUMBER
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMA	NCE			
Subject is an exceedingly well-equintelligent, has a thorough backgroto grow in his job. His operational He has the loyalty of his subordinational visors. He is particularly effecting good sense and disinterest in "fight cooperation and good will. If he is in impatience with his subordinates in an occasional unwillingness to se	pped ound in l plan tes an ve in ting this any, as re	perations officer. operations in his ning and execution i the respect of hi dealing in the liai he problem preduce minor fault as a s effected in previous	He is nature area and the is usually im is equals and ison field were a maximum of supervisor, it	, ability peccable. super- re his f is not
SECTION D. SUITABILITY FOR	CURREN	T JOB IN ORGANIZATION		
ORECTIONS: Take into account here everything your tanent personal cheracteristics or habits, speciare him with others doing similar work of about the personal content of the	ial dele le same (SEPARA MAVE ACI (AVERAGI LE 1 ANI NG STREY OF THE	CTS OF FATERIES	w he fits in with ; what I know now sufficiently outst	your team. Com-
S THIS INDIVITUAL BETTER SUITED FOR WORL IN SOME O RPLAIN FULLY:	THER POS	ITION IN THE ORGANIZATIO		NO. IF YES,
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SR, Tekyo, Japan																	
9.	8. CARÉEM STAFF STATUS 9. TYPE OF REPORT																
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NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE Stress strengths and weaknesses demonstra in current position. Indicate suggestions man employee for improvement of his work. Give recommendations for his training. Vescribe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining litture personnel actions. ज्यार्थे विष्युद्धमा कि तेम कु Subject continues as one of the most capable, professional and ROOM. against a tough denied area problem, he demonstrates immaination, drive, excellent area background and knowledge, and a high degree of productivity. He definitely has the potential for an even more in responsible position. CERTIFICATION AND COMMENTS SECTION F BY EMPLOYEE I certify that I have seen Sections A, B, C, D and E of this Report. SIGNATURE OF EMPLOYEE 27 April 1959 signed on transmittal BY SUPERVISOR IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EMPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON. EMPLOYER UNDER MY SUPERVISION LESS THAN 60 DAYS REPORT MADE WITHIN LAST 90 DAYS OFFICIAL TITLE OF SUPERVISOR STUTANDIE ON SMAN CETNING NO CETY William Nelson signed on transmittal DC Tokyo Station BY REVIEWING OFFICIAL I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SANE EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. ..

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFIC. ENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE 27 April 1959 C/Tokto Station

John E. Baker signed on transmittel



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SECRET

TYPED OR PRINTED NAME AND SIGNATURE

John Baker/s/ on transmittal

OFFICIAL TITLE OF REVIEWING OFFICIAL

WS, Tokyo

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SECTION C E	VALUATION OF	OVERAL	L PERF	ORMA	NCE IN	CURREN	T PO	isi ric	N r	eset	til om	ent.	
Take into account everything duties, productivity, conduct your knowledge of employee's statement which most accurate	on lob, cooperative overall performan	eness, perti	nent pers he rating	sonal ti	raits or ha	bits, porti	cular	limita	tions	or ta	ilents.	Bas	ed on
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.										: '			
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SECTION E	NARRATIVE DE	SCRIPTION OF MA	NHER OF JOB P	ERFORMANCE	"118i.
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sponsibilities. Arcalify or		te, tutings given in S	ECTIONS B. C. and	D to provide the be	se a ssuming gréatér rés ret basis for détérmining
future personnel actions.					4/1.25

Mr. Informed. He continually demonstrates much initiative and a high degree of productivity. He is stimulating to his associates, businesslike and delegates work easily. He appears very self-confident and he is dynamic.

Mr. Supervises a very large and key branch engaged in a wide variety of activities, a difficult job which he does well.

•	·	
SECTION F	CERTIFICATION AND	COMMENTS
1. 1	BY EMPLOY	EE
	cortify that I have seen Sections A,	B.C. D and E of this Report.
9 November 1961	The state of the s	E/
2.	BY SUPERVI	
UNDER MY SUPERVISION	IP THIS REPORT HAS NOT BEEN SHO	NN TO EMPLOYEE, GIVE EXPLANATION
Twelve		
	IF REPORT IS NOT BEING MADE AT T	HIS TIME, GIVE HEASON.
EMPLOYEE UNDER MY SUP	ERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):		
9 November 1961	SR/Chief of Plans and O	perations Similarity Non-Soil AS
3.	BY REVIEWING OF	FICIAL
X I WOULD HAVE GIVEN THE	EMPLOYEE ABOUT THE SAME EVALUAT	ion.
I WOULD HAVE GIVEN THIS	EMPLOYEE A HIGHER EVALUATION.	, 0
I WOULD HAVE GIVEN THIS	EMPLOYEE A LOWER EVALUATION.	•
I CANNOT JUDGE THESE E	VALUATIONS. I AM NOT SUFFICIENTLY F	AMILIAR WITH THE EMPLOYEE'S PERFORMANCE.
COMMENTS OF REVIEWING OF FI		
	•	en e
DATE	OFFICIAL TITLE OF REVIEWING OFFI	
21 Nov	Chief, SR Division	JOHN M. MAURY
	SECRET	

6 August 1962

Memorandum in Lieu of Fitness Report

Subject: Tong to the state of t

My last statements concerning the performance of should be extended to cover the

remainder of his service as Chief of SR/6. He de-

parted headquarters for a field assignment 31 July

1962.

QUENTIN C. JOHNSON
Chief of Operations and Plans
- SR Division

HOWARD J. OSBORN Chief, SR Division

Memorandum in Lieu of Fitness Report

Subject:

My last statements concerning the performance of should be extended to cover the remainder of his service as Chief of ER/S. We departied headquarters for a field assignment 21 July. 1932.

Chief, SR Division